



Referendum for Proposal (RFP)

United Way of Greater Union County
Newark EMA HIV Health Services Planning Council

This announcement solicits applications for the development of the 2020 Needs Assessment Update as required by the Ryan White Part A HIV/AIDS Program.

Key Dates: The closing date for receipt of proposals under this Announcement is December 20, 2019. Proposals are due to UWGUC no later than 4:00 p.m. Eastern Time. The work for the 2020 Needs Assessment will start in December 2019 and continue until its due date on July 2020.

Executive Summary:

The Ryan White Comprehensive AIDS Resources Emergency (CARE) Act was enacted by Congress in 1990 as a response to the growing HIV epidemic, and the need to improve the availability and quality of healthcare for low-income, uninsured and underinsured people living with HIV/AIDS (PLWHA). The law, which has been reauthorized four times (1996, 2000, 2006 and 2009), establishes funding for Ryan White programs called “Parts” that are administered through the USDHHS-Health Resources and Services Administration/HIV AIDS Bureau (HRSA/HAB). It is the largest federally funded program for PLWHA, and third only to Medicaid and Medicare as a source of HIV health care and treatment.

Ryan White Part A grant awards are issued annually to eligible metropolitan areas (EMAs) and transitional grant areas (TGAs), who are most disproportionately impacted by HIV. As the city in the New Jersey EMA serving the largest number of PLWHA, the Mayor of Newark, NJ, serves as the Chief Elected Official (CEO) for the Newark EMA. The city’s public health agency, the Department of Health and Community Wellness- Ryan White Unit (RWU) serves as Grantee, providing day-to-day management and oversight of the program. As a subcontractor with the City of Newark, United Way of Greater Union County, provides logistic and administrative support to the Newark EMA Planning Council.

Deliverable: Needs Assessment Report

The Newark EMA HIV Health Services Planning Council is responsible for the development of various deliverables, including the development of an annual needs assessment update and a full needs assessment every three years. The needs assessment is a process of collecting information about the needs of people living with HIV (PLWH)—both those receiving care and those not in care.

The steps involve gathering data from multiple sources on the number of HIV and AIDS cases, the needs of PLWH, and current resources available to meet those needs (Ryan White HIV/AIDS Program and other). This information is then analyzed to identify what services are needed and by which groups of PLWH. The Needs Assessment must also include consideration of PLWHA who know their status but are not in care and people who are HIV-positive but not yet diagnosed (needs & gaps).

The results from the needs assessment is used in setting priorities for the allocation of Ryan White Part A funds, developing an integrated plan, and crafting the annual implementation plan and specific strategies for addressing needs. The needs assessment results can also provide baseline data for evaluation and help providers improve services.

Components of the Needs Assessment

- **Data on the number of HIV/AIDS cases** - Epidemiologic data indicating the number and characteristics of PLWHA in the Newark EMA who have been diagnosed with HIV.
- **Assessment of service needs and gaps of PLWHA in and out of care, including barriers to obtaining these services.** This information can be obtained through comorbidity and socioeconomic data and such methods as surveys, focus groups, community meetings, and individual interviews.
- **Existing services available to PLWHA in the Newark EMA** – a resource inventory or listing and description of the providers of HIV-related services in the Newark EMA, what types of services they provide, where, and to whom (including both RWHAP and non-RWHAP funded providers).
- **Profile of Provider Capacity and Capability** - information on the capacity of service providers in the Newark EMA to meet the needs of PLWHA, including the extent to which services are available, accessible, and appropriate to PLWH overall and to specific population groups.
- **Unmet needs and service gaps that Ryan White projects should address** – estimated number of people in the Newark EMA who know they are living with HIV but are not receiving regular HIV-related primary medical care.
- Estimate the number of People Living with HIV in the Newark EMA who are **living with HIV but have not been diagnosed**, which is usually calculated using national estimates of HIV positive/unaware from CDC. Then the assessment involves exploring what subpopulations are most likely to be unaware of their status.

Needs Assessment Process (Update for 2020)

The research questions and methodology for the Needs Assessment shall be developed with guidance from and in collaboration with the Research and Evaluation Committee (REC). The questions and methodology are finalized with the approval of the Newark EMA HIV Health Services Planning Council. A final written report and presentations of the Needs Assessment findings will be prepared and shared with the Comprehensive Planning Committee, the Research and Evaluation Committee, the Planning Council, and other committees as requested. See attached previous Needs Assessments for reference.

2020 Phase I

- Data on the number of HIV/AIDS cases in the Newark EMA (*2019 report available*).
- Assessment of service needs and gaps of PLWHA in and out of care, including barriers to obtaining these services.
- Existing services available to PLWHA in the Newark EMA

2020 Phase II

- Profile of Provider Capacity and Capability
- Unmet needs and service gaps that Ryan White projects should address

- Estimate the number of People Living with HIV in the Newark EMA who are living with HIV but have not been diagnosed.

2021 Phase I

- Data on the number of HIV/AIDS cases in the Newark EMA.
- Assessment of service needs and gaps of PLWHA in and out of care, including barriers to obtaining these services.
- Existing services available to PLWHA in the Newark EMA

Budget and Budget Justification

Contract funds may be used for costs of project-related travel to and from monthly meetings, communications, data collection and analysis, presentations, written reports and supplies.

Award Type and Delivery Date

The work for the 2020 Needs Assessment will start in December 2019 and continue until its due date on July 2020. This report shall be completed on or before July 31, 2020. Funding will be provided in the form of a contract, contingent upon funding availability.

Application Narrative

This section provides a comprehensive framework and description of all aspects of the proposed project. It should be succinct, self-explanatory and well organized so that reviewers can understand the proposed project. The proposal should not exceed 4 - 5 pages, excluding budget tables or references. The FY 2020 Application Narrative consists of the following sections:

Experience

- a) A summary of the consultant's involvement and past experience with Ryan White Program services in the Newark Eligible Metropolitan Area, and the HIV community (if applicable).
- b) The consultant's capacity to conduct research projects and how this project aligns with the past experience.

Scope of Services

- Describe any similar services provided currently or in the past by your company.
- Describe how the applicant will assist the Newark EMA HIV Health Services Planning Council to carry out its legislative duties.
- Identify key staff in the company that will be responsible for administration and execution of the project.
- Proposed timeline with ongoing progress updates and key milestones

Address: Mail applications with return receipt or in-person to:

Attention: Tania Guaman, Project Manager
Newark EMA HIV Health Services Planning Council
United Way of Greater Union County
33 West Grand Avenue Elizabeth, NJ 07202